

***Auburn Municipal Civil Service  
Minutes –Regular Meeting October 4, 2012 3pm***

Roll Call –

Chairman Chris DeAngelis called the meeting to order at 3pm.

Roll Call –

Civil Service Clerk; Anna Hlywa took the roll call. Present were Commissioner Chris DeAngelis, Commissioner Diane Gove and Commissioner Jack Hardy. Also present were City Manager; Doug Selby, CSEA representative Will Streeter, Superintendent of PW; Mike Talbot, Business Manager for Auburn School District; Lisa Green.

Approve minutes of meeting held on September 6, 2012

Motion to approve minutes by Commissioner Gove 2nd by Commissioner Hardy. Motion approved 2-0.

Old Business

Commissioner DeAngelis stated before we move into old business he would like to give Will Streeter an answer in regards to the question he proposed to this Commission in regards to presenting a certified list to the school or Auburn Housing Authority with a name from our preferred list when they have an opening. Commissioner DeAngelis explained we have been in contact with the state and they reminded us it is up to this commission is to choose one list – the most appropriate. When Will Streeter originally addressed this commission he mentioned that we can give the school or AHA both lists and they can hire off either list if they chose. The NYS Civil Service confirmed that is not that case. Also the state re-enforced title to title is first. Currently none of the laid off titles are held at either jurisdiction. Commissioner DeAngelis would like the other Commissioners input and provide CSEA/Will Streeter with an answer today. Lisa Green asked for an explanation when it is not title for title and Diane Gove questioned if the Hiring Authority would have a choice once the list is given to them. Anna mentioned that in a normal eligible list the hiring authority has to go through the process of having them removed by having a cause, providing them with a hearing and then the commission votes. But since this person has already been hired and is on a preferred list she does not believe there would be any choice. Commissioner Gove spoke that although she would like to give the laid off employees the opportunity she does not believe we should provide the other jurisdictions with a name of someone that they have to hire. If they don't want to hire that person the job remains vacant and then that hurts everyone. Commissioner Hardy also stated the he does not want to take away that flexibility for the hiring authority and they can choose to leave the job vacant and that again leaves people w/out jobs. The commission all agreed that they will not be certifying names from our preferred list if the School or AHA has any job openings.

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- Request from Mike Talbot; Superintendent of PW and Doug Selby; City Manager to add a position in the Public Works Department to work on street lights, traffic signals and other similar duties. Min duties sheet attached.

Commissioner DeAngelis explained the revised min duties sheet that was turned in by Mike Talbot and Doug Selby. He explained he reviewed many titles in other Municipalities and at the State level and believes the most appropriate is General Mechanic/Heavy Equipment Operator. This position is Non-Competitive throughout the state so we will go through the steps to put this job in the non-competitive class in our rules. One of the steps is to give CSEA or anyone else who requested a 30 day notice for a public hearing. Will Streeter asked if they were the only entity that has this request and mentioned that they will be willing to waive the 30 days as they do not want to hold up the process and are in favor of this job in the NC class. Commissioner DeAngelis requested that in writing so we can move forward. Commissioner Hardy motioned to accept the new job description and create the position of General Mechanic/Heavy Equipment Operator 2<sup>nd</sup> by Commissioner Gove. Motion carried 3 - 0. Anna asked for clarification for Mike Talbot as what his next steps would be. Commissioner DeAngelis stated this commission will begin the process of adding a NC position to our rules, the City Manager and Union need to establish a pay grade.

### New Business

- Request from Jeffrey Pirozzolo; Assistant Superintendent for Personnel at Auburn Enlarged City School District asking to change position from Clerk to Keyboard Specialist.

Commissioner Gove asked if any Stenographer positions were left at the school. Lisa Green stated the last one just retired. Motion to approve the change from a clerk position to Keyboard Specialist position by Commissioner Gove 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0.

- Certify Eligible list #20-123 Open/Competitive WWTP Operator Trainee. List forthcoming.

Motion to approve above list for a min. of 1 year maximum of four by Commissioner Gove 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0.

- Certify Eligible list #20-124 Custodian Open /Competitive and #20-125 Custodian Promotional. Lists eligible for a min. one year maximum of four. Lists forthcoming.

Motion to approve above lists for a min. of 1 year maximum of four by Commissioner Gove 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0.

- Review exam announcement for Junior Engineer #61-203

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Superintendent of Engineering Bill Lupien is out of the country but sent an e-mail asking to change the word entry level to intermediate. Commissioner Gove motion to approve the exam announcement as presented 2<sup>nd</sup> by Commissioner Hardy motion carried 3-0.

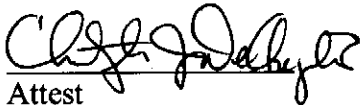
- Employee changes

Will Streeter noted the we still have Lynn Lepak listed under Police but that was changed by resolution to go under municipal parking.

- Upcoming schedule

Police Captain & Lieutenant examination will be on October 20<sup>th</sup>. This is a high security examination. All 3 commissioners said they are able to attend. Jack discussed giving names of ppl that are able to work exams. Chris said he will talk to Doug and see how they can be paid.

Motion to adjourn meeting by Commissioner Hardy 2<sup>nd</sup> by Commissioner Gove. Motion carried 3-0

  
Attest